

**DEPARTMENT OF CORRECTIONS
PRISON ISSUES BOARDS MEETING
Dawson County Detention Facility
Glendive, Montana
June 6, 2017
9:00 a.m. to 2:00 p.m.
Agenda**

Roll Call – MSP - Warden Michael Fletcher, DCCF - Warden Tom Green, Directors office – Deputy Director John Daugherty, MWP - AW Alex Schroeckenstein., Cascade – UM Travis Harris, CCC – Warden Fender (via vision net), MCE - absent

Others present - Steve Ray, Pat Schlauch

Via telephone conference– Curt Aughney, Chris Briscoe, Warden Douglas Fender, Keila Harris, Kari Kinyon, Michelle Morgenroth, Erika Wimmer.

There is a quorum present.

“In accordance with Montana Code Annotated Section 2-3-103(1), the Board will hold a public comment period. Please note that this open forum period for comment is the public’s opportunity to address the Board on any topic that is within the purview of the Board. While the Board may or may not take action on the issues presented, the Board will listen to comments, may respond to questions, may ask that questions, or comments be submitted in writing, and may ask that the issue be placed on a subsequent agenda for possible discussion by the Board. The Chairman of the Board will determine the amount of time allotted for public comment.”

“Pursuant to Montana Law, the Chairman may decide to hold a meeting or part of a meeting in executive session due to interests of individual privacy, or individual or public safety or security of public facilities, including jails, correctional facilities, private correctional facilities, and prisons, if disclosure of the information may jeopardize the safety of facility personnel, the public, or inmates of a facility.”

Approval of minutes from the last meeting,
Moved to approve the minutes – Warden Fender
Second the motion – Warden Green
All approved

Welcome and introductions.

In addition to the above people, the following were present: Jon Barthel, Sheriff Ross Canen, Ira Eakin, Tawnia Everhard, Demetric Godfrey, April Grady, Valerie Hartman, Noah Hatton, Lavonne Kautzmann, Laurie Mills, Angela Macioroski, Ron Nodland, Billie Reich, Patrick Sheehan, Connie Winner

Legislative and Management Team Updates – Director’s Office John Daugherty

The new Director, Reginald Michael, will start on July 10, 2017. Then Loraine Wodnik will move back to being the Deputy Director. The Board of Pardons is hiring 5 full time board positions. In the past, the Board of Pardons consisted of 7-part time positions. The Board of Crime Control is going under the Department of Corrections. There needs to be a plan in place by June 30, 2017 that will go into effect at the beginning of 2018. The PSI bill will have PSI’s done in a 30-day timeframe. Part of the Board of Pardon and Parole reporting will be automated in OMIS and should be running the end of October. The TSCTC is switching over to MSP as a Specialized Treatment Unit. Marcie’s Law will be ready to go with the automated notification system on July 1, 2017.

The county jail hold numbers were not fully funded. The department must have the CJH numbers down to 250. If we cannot get the numbers down before the 1st of the year, the budget will be reduced. The regional prison’s daily rate will be freezing at what they were at the end of 2016. 45 percent of our budgets are contracts and all of those contractor rates were kept the same with no further reductions.

Division Updates –Warden Michael Fletcher

Warden Fletcher introduced himself and gave a little bit of background on his career. He was impressed that the Montana State Prison works very hard on the Reentry part of the offenders stay at the Prison. MSP will be taking over the TSCTC and making it a prison treatment setting. He hopes to get some upgrades on MSP's physical plant. MSP is still dealing with recruitment and retention of staff. MSP is also trying to alleviate some of the overcrowding issues.

Discussion of locked housing & related policies- Patrick Sheehan

Patrick Sheehan stated that he was worked 2 years on this project. The project was put in to place to give the offenders a road map to work their way out of Locked Housing. This will be special management and it will have from levels 0 to 5. The death row inmates will also have visits and recreation time, this incentive should help to reduce assaults on staff. The new system goes into effect on June 19, 2017. The offenders will be given treatment and cognitive base skills. It should also reduce the time the offenders will be in restraints. The mental health department will also have a big part in this process. There is a training module we will have for this new system. The offenders will be housed with the ones that are on the same level of management.

Pat Smith said that it will not affect the regionals too much. The offenders at the regionals will be a 0 or 1 if they are doing PHC or detention. If they go up any higher they will be sent back to MSP. CCC will see a little bit of change on these updates. Warden Fender asked what happens if an offender wants to go back to MSP and gets to a higher level. Patrick Sheehan said that they would get sent to MSP to be evaluated and work through the max levels and when appropriate send the offender back to the regional upon completion.

Discussion of grievances and annual report – Billie Reich

The fiscal year 2016 is done. The definitions have been added to the annual report. The highest grievances were from medical and mental health at MSP. Property issues is always another high one. 3 different offenders were accountable for 75 grievances. Regina D Sheffield took Kristy Cobban's job as grievance coordinator. CCC has a lot of property issues. On director's level grievances that are not medical, will go to the director's office not Pat Smith anymore. Please make sure to still send to Sally Odden to make sure the grievance is logged and sent to the right department. John Daugherty said that there has been an influx of letters going to the new director. Connie Winner asked who was taking care of the grievances from Riverside? Billie Reich was going to find out Riverside's process. John Daugherty says that is hard to answer the grievances when there is not sufficient documentation. Warden Fletcher stated that we should make sure to answer the grievance thoroughly. Warden Fender will talk to the offenders and take care of the grievance at the lowest level. Pat Smith stated that he had no problem if the contract monitors or DJ answer the grievances that are about a certain department that should be answering them. The Fiscal year 2016 resulted in an overall increase in Informal Resolutions of approximately 6.9 percent and increase in formal grievance of 3.6 in comparison to Fiscal year 2015. MSP had an increase of all areas of 16.9. There was a total of 349 Warden level appeals and 289 Director level appeal for Fiscal year 2016. This reflects a decrease of 7.1 percent of Warden level appeals and a 5.5 percent for director level appeals.

Discussion of copies for inmates – MWP AW Schroeckenstein

There are 3 different prices for inmates to pay for copies at MWP and probably other places. Patrick Sheehan said that inmates paid 10 cents per copy in the MSP libraries. Ira stated that he had a case that went to court and the court was not happy that offender was paying different amounts for copies. One department was charging 25 cents. Records was charging 50 cents. The state statute says that it must be a reasonable fee. John Daugherty says that they are working on a new policy at the State level. Until the DOC policy changes a set amount should be decided on. 25 cents a copy was decided on with the discretion of how much staff time that it takes to prepare it, if it goes over a half an hour then we should increase the charge. An adjustment can be done if it is warranted. Hopefully all will be clarified with the new policy change.

Discussion of canteen/property lists – Patrick Smith/Warden Fletcher

The first discussion on canteen and property was medical requests. 3 were requested, one was female gender specific. The first item was melatonin, Glyconian, fish oil and alfa hydroxy. Connie stated the allergy medicine that is on canteen is so expensive that the offenders cannot afford it. Connie asked if they can find a lower cost one. The group agreed to allow MCE to find a cheaper allergy medication and replace the one currently on canteen. Warden Fletcher asked, can some of the drugs that medical is asking to be on canteen be abused. Pat Smith stated that they could possibly run into some issues. Pat Smith started going through the rest of the list that medical wanted and Connie said she did not know about them. The medical list got tabled until September until Connie could talk to her medical staff and get more specifics, such as are they safe, what amounts should be allowed per inmate, are they essential to have, should the whole population have access to it, can it be used for non-authorized uses, etc.

The next topic was for MWP and was gender specific. There was a long list beyond what is listed.

1. Pantene shampoo wanted to be switched from the baby shampoo.
2. Speed stick to switched out to Lady's Dove
3. Olay products to replace Noxzema

The whole list was denied by the group. The items that are on canteen are sufficient.

Roundtable Discussion on Inmate/Facility Issues

Crossroads Correctional Center- Warden Douglas Fender

Core Civic has been short a few staff members. The facility has recently hired 13 new staff members, with the option of staying full time. Warden Fenders stated that young people are not entering the workforce as fast as the ones that are retiring. Pat Smith stated that all the facilities are struggling to keep fully staffed, but that contract requirements are being met through overtime..

The facility has hired a new Chaplin. The Chaplin has decreased what herbs that they have at the chapel. The fire pit at CCC will now resemble the MSP fire pit.

DCCF- Warden Tom Green

Warden Green stated that the are down 8 officers. They are in the process of hiring four officers. Warden Green was trying to think of some incentives to get staff to stay,

The horse program will not start up again this year due to staffing and cost issues. The entry doors have been fixed. The garden is up and running.

GFRP- Travis Harris

Great Falls was down 6 officers. They have recently hired 5 officers. The county side has 491 offenders in the jail. The capacity is 350.

Travis wanted everyone to be aware that the offenders are tampering with the electric razors to make into tattoo guns. He said just to look at the screws and you can tell if they have tampered with it.

MWP-Alex Schroeckenstein

MWP is not doing too bad on their staffing. They do need to find a couple positions that are only female staff. The garden is up and running for the summer.

The Montana Women's Prison has found drugs coming in the mail. Warden Fender discussed some detection methods they have been using with some success.

DCCF- Laurie Mills

There has been a lot of write ups for tattooing again.

Legal – Ira Eakin

Ira stated that grievances are increasing. The offenders are learning the grievance system. Ira said to make sure when going through the grievance process that you document well. It makes the legal department and our jobs easier if everything is documented right.

Medical- Connie Winner

Connie informed everyone that there is going to be a training course with the national institute the week after Labor Day. Medical would like to invite the Wardens or designees from each facility and jail facilities. She stated the Medicaid is working hard to get bills paid in a timely manner. The Medicaid ID can be found in OMIS now. If there are problems, please call the infirmary.

The Flu outbreak had 9 confirmed cases. The infirmary immunized offenders and staff to get the flu not to spread. The infirmary reached out across the state to other facilities and thanks them for their help.

Connie stated that they are trying to catch up on all the backlogged work that needs to be done. There will be an NCCHC audit in July at MSP.

Pine Hills- Steve Ray

The youth population continues to drop at Pine Hills. Steve stated they are looking at adding more adult offenders. Pine Hills has 21 adults now. If possible Pine Hills would like to offer the offenders a trade to learn while they are there.

WATCH – Derek Gibbs

Derek Gibbs who oversees WATCH said that they have had some open beds lately. The empty beds are for the female offenders and they are going to get them full.

Budget- April Grady

Budget has a few large procurements coming up. We have awarded oxygen services for MSP, a contract for some fence repair at MSP, and inmate phone service and tablets for the offenders will be coming. The fiscal staff is going to begin the first phase with the tablets. Pat Smith invited everyone to look at the new tablets when they have the demonstration on them in Helena. Warden Fletcher asked if they would be compatible with the MP3 players. Pat Smith stated that the MP3 players will eventually go away and be replaced by a smaller tablet, but the inmates will be able to retain their previously purchased music.

MSP- Patrick Sheehan

Patrick Sheehan was doing a review of all the MSP FTE positions.

MSP- Warden Michael Fletcher

MSP is still down 28 officers. There will be a recruiter job coming open soon to help with this issue.

Contract Beds – Demetric Godfrey

DJ stated if anyone at the contracted facilities has issues with OMIS to let him know as he was working with IT to get them resolved, he also needs track it. He also wanted to thank everyone that has helping with the transports. Contracted medical staff who need OMIS access please get with DJ.

Budget- Pat Schlauch

Pat Schlauch asked everyone to get the end of the year fiscal paperwork and bills in as soon as possible. The Board of Pardons have a lot of changes coming. New board members are coming in. The case managers will be asked to help with this transition. Videos are going to be created to help with the pre-parole school. Upgrading of OMIS will also help with this transition and change.

IWF accounts & global fund updates, requests, funding reviews, review FY 18 Annual IWF budgets and new business- Chris Briscoe

Chris stated that she put \$75,000 into the global fund. The global funds were getting low so she allocated a percentage based on each facilities FY2017 budgets. The group was asked for any ideas of a better way to split the costs to replenish the global funds. All were aware that this fund would need to be replenished eventually and probably will need to be replenished annually. Everyone was told to bring any ideas to the September Prison Issues Board meeting.

Budgets

Chris stated that everyone's budget should be ok. CCC was running a little high. It went up by \$450.

\$6000 to education for the brail program

CCC's Budget is for \$151, 630

Motion to approve – Warden Tom Green

Second the motion- Alex Schroeckenstein

All Approved

DCCF Budget is for \$39,905

DCCF might have to use some of their reserve.

Motion to approve- Warden Douglas Fender

Second the motion- Travis Harris

All approved

GFRP budget is for \$53,697

Total of increase of \$3000

Motion to approve- Warden Douglas Fender

Second the motion- Warden Tom Green

All approved

MSP Budget is for \$196,399

MSP had a small increase of \$1500

We will take out 100,000 for inmate pay

Chris Briscoe stated that the gym equipment would need to be an additional request. Warden Fletcher asked if anyone had contacted her about the equipment. Chris answered that the only thing she had been contacted about was the handy cap accessibility.

Move to approve – Alex Schroeckenstein

Second the motion- Travis Harris

All Approved

MWP Budget is for \$69, 250

Their budget was \$143 dollars less than last year. The cable had gone up.

Motion to approve- Warden Tom Green

Second- Warden Douglas Fender

All Approved

Additional Requests

GFRP is requesting \$8664.98 for a new tread mill and stationary bike.

Motion to approve – Warden Douglas Fender

Second the motion – Warden Tom Green

All approved

Warden Fender asked if Travis could send him the information on what vendors he goes through for the exercise equipment. April Grady asked Warden Fender to get her information on the dust collector as soon as possible or it would have to wait.

GFRP also presented antennas for the TV's at Great Falls. Travis stated that now in some of the cells you can only get 4 channels some 12 channels. He wanted to present them before he bought them. The cost was approximately \$20. The group had no issues with the antennas as long as they stayed at the Cascade facility. Travis said he would get a proposal together.

MWP is requesting \$10,000. This is to add an additional 16 cable channels. The channels would cost \$5.50 per channel. Pat Smith asked if there were any premium channels and MWP said yes. Pat informed the group that the PIB had in the past agreed that there would be no premium channels allowed in any facility. Everyone agreed this should remain the same. Warden Fender asked how many channels they have now? MWP has 24 regular channels and 6 local channels.

Motion to approve- Warden Douglas Fender

Second the motion – Warden Tom Green

All Approved

Public Comment Period- None Present

Other Security/Confidential issues if needed

The next the Prison Issues Board meeting will be tentatively held at CCC in Shelby on Tuesday, September 26, 2017.